

NOV 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

1. Early Retirement

The big event of the week was the House's approval of our bill, H.R. 8427. Senator Russell has indicated that his committee is ready to take the bill up promptly and we are working with the Legislative Counsel in preparing background information requested by the Senator and his staff officer.

In addition to the amendment which we expected to be offered which elaborated on the types of employees to be covered by the bill, a further amendment was approved by the House requiring approval of our rules and regulations by the ranking majority and minority members of the House and Senate Armed Services Committees. Subsequently, it was learned that this amendment is possibly unconstitutional and that the Budget Bureau would oppose it because of its infringement on the President's prerogatives. The Legislative Counsel is working with House Committee and BOB representatives in an effort to resolve the problem.

2. DENTA Insurance

Several meetings have been held to resolve the cover problems believed to exist in administration of the DENTA program. These revolved around the requirement for obtaining a treatment plan from the dentist for prior approval. The underwriter's representative has agreed to withdraw this requirement, subject to confirmation by the company. However, this change will delay implementation of the plan and our new schedule for the open period is 1 December 1963 to 15 January 1964.

3. Absentee Voting

Under the provisions of the Federal Voting Assistance Program, the Secretary of Defense administers the absentee voting system of the Armed Forces and participating civilian agencies. DOD is holding a government-wide meeting (regularly scheduled during the Fall preceding a general election) on Wednesday, 6 November. Benefits and Services Division is sending a representative. After this meeting, when we know more of the program and its operations, we will report further on suggestions for appropriate action.

4. Supervisory Evaluations

At the request of the Executive Director (communicated directly to the Chief, Personnel Operations Division, by [REDACTED]), we have undertaken the development of a supplement to the Fitness Report which would be used to evaluate the performance of supervisory responsibilities by employees at Branch Chief level or higher.

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for copies of our present and previous forms. These have been referred to the proper DDP desk which has assumed responsibility for determining whether or not they should be sent on to [REDACTED]

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6. Verifying Significant Status Changes upon EOD of Applicants

In a recent problem case, the Office of Security determined that the employee involved had been married and separated in the interval between the time she filled out her Personal History Statement and the date of her appointment. These facts had not been reported to the Agency notwithstanding a formal, and repeated, instruction to applicants-in-process to notify the Agency of any significant changes in their status. To avoid repetition of this occurrence or omissions of an applicant to report other changes, each EOD is specifically instructed during the EOD process to inform us of any status changes which may have occurred.

7. Payment of EOD Travel Expenses for Clerical Personnel

The Civil Service Commission has announced that GS-3 Typists and GS-3 and -4 Stenographers are "hard to get" for employment in D.C. and consequently can be paid EOD travel expenses. We believe that we have no choice but to follow suit if we are to remain competitive in recruitment in these categories. However, we believe it is neither necessary nor desirable to pay travel expenses for those candidates who accept provisional employment and intend to limit payment to those who EOD "fully cleared" (subject to polygraph and medical examination). (If there should be a compelling case for payment to a provisionally-cleared clerical appointee, the determination to approve it will be reserved to the Director of Personnel.)

8. Request for Laborer for Detail to White House

We were contacted by the Civil Service Commission on 1 November to determine whether or not we could make a cleared laborer available on non-reimbursable detail to the White House for two months. The individual currently in this job is being drafted, but because he has a physical defect of some type it is believed that he will be released from the service in about two months and the White House wants to hold his position for him. The CSC representative stated that he had already contacted 14 other agencies about this request but that every candidate proposed thus far had an arrest record which would preclude his clearance for service in the White House. He expressed the hope that CIA could oblige but indicated that this was not a "command performance."

The Logistics Personnel Officer checked with the Logistics Services Division and the Warehouse and advised us that they were actually short-handed in this category at the present time. Consequently, we notified the CSC representative that we are engaged in some office relocation and would find it difficult to spare anyone for this detail. We asked that he try to fill the requirement from some other agency but to call us again if he were unable to do so.

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9. "Pete Pint" (Blood Donor Program)

Representatives of the Benefits and Services Division are working with the Office of General Counsel about obtaining a copyright for the artist who created our blood donor program symbol, "Pete Pint." Red Cross workers visiting the Agency have been enthusiastic about our publicity program and we would like to consider making "Pete" available to them for use elsewhere. However, we want to protect his creator's interest. (The artist has indicated no intention of "selling" Pete Pint to the Red Cross.)

10. Special Interest Applicant [REDACTED]

Arrangements have been completed for [REDACTED] transfer from DOD effective 4 November so that she can continue to serve as [REDACTED] secretary in his new assignment.

11. Special Interest Applicant [REDACTED]

By Action Memorandum A-306 dated 24 October 1963, General Carter asked us to explore Agency interest in [REDACTED] whose Form 57 was given to General Carter by [REDACTED]. General Carter indicated that he had known [REDACTED] since 1948 and thought very highly of him. We were advised on 1 November that WH Division is very interested in picking [REDACTED] up on a contract basis and has initiated action in this direction. (Because General Carter had asked to be notified of developments on this case, this information was reported to his office by telephone on 1 November.)

12. Retirement Information [REDACTED]

[REDACTED] has advised us that he would prefer to set his retirement date at 30 December rather than 20 November because, as we understand it, the additional service would increase his annuity and the survivor annuity. We have developed a table (copy attached) comparing the benefits upon either of these retirement dates. Actually, [REDACTED] would "lose" a gross amount of \$1,117.88 by deferring his retirement and would gain only \$71 per year on his own annuity and \$42 per year for his survivor.

[REDACTED] at his home on Sunday, 3 November to review this matter with him and [REDACTED] elected to leave his retirement date at 20 November.

Emmett D. Echols  
Director of Personnel

Attachment: A/S

## Distribution:

- 0 & 1 - Addressee w/att
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OD/Pers, [REDACTED] (4 November 1963)

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